

KENTUCKY DIVISION OF FORESTRY

Kentucky Firewise Community Grant Program



The Kentucky Division of Forestry, in cooperation with the USDA Forest Service, is pleased to announce the 2006 Kentucky Firewise Community Grant Program. Grants may be awarded for projects to reduce the wildfire risk and/or hazard in Kentucky's wildland/urban interface communities. Grant priority will be given based on community-at-risk level, establishment of a local Firewise Council or Board, and type of project submitted. The following guidelines have been established to provide potential grant applicants with required grant program information.

Program Objectives:

- Provide cost-share funds for fire mitigation and Firewise activities.
- Foster closer working relationships with fire departments, communities, counties, and interested organizations.
- Educate the public about the benefits of the fire mitigation and Firewise programs.
- Reduce the risk and effects of wildfire in wildland/urban interface areas.

Project Match Requirements:

All project applicants **must** provide a match of 20 percent of total project costs with non-federal or in-kind contributions. Other federal funds **cannot** be used as a match for this grant.

Cash purchase matches are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, cancelled checks, and signed receipts or official payroll records.

In-kind contribution matches include on-hand supplies, third party donations of supplies or equipment, professional services at the professional rate, or time spent by employees, non-federal grants or volunteers on eligible project activities. Volunteer hours may be applied to the project at rates appropriate to the skill level of the volunteer and/or the nature of the work being performed. Assistance provided by federal employees may not be claimed as match.

Grantees are required to maintain project records in accordance with all applicable federal regulations. This includes: (1) records shall comply with generally accepted accounting principles; (2) records will document allowable costs; (3) records will be supported by source documentation, such as cancelled checks, paid invoices, payroll records, time and attendance records, signed contracts; and (4) records will be maintained for **three years** following payment.

Eligible HIGH PRIORITY Projects:

- Development of local Firewise Councils or Boards.
- Completion of a community wildfire hazard assessment.
- GIS mapping of at-risk communities.
- Consulting services to complete a community wildfire hazard assessment or a community Emergency Action Plan.
- Firewise or fire mitigation activities that follow the intent of the National Fire Plan.
- Firewise or fire mitigation educational activities or materials that can be used to educate the community.

Eligible LOW PRIORITY Projects:

- Signage to identify roads and residences.
- Mechanical removal or reduction of hazardous fuels.
- Firewise or fire mitigation research applicable to Kentucky.
- Fuel treatments that increase a community's defensible space, which could include the leasing or contracting of equipment and other resources to complete an eligible project.
- Putting in new dry fire hydrants.

Ineligible Projects:

- Consulting services other than for wildfire hazard mitigation.
- Promotional literature for a community.
- Any other project outside the intent and scope of the National Fire Plan as interpreted by the Kentucky Division of Forestry.

Funding Ranges:

The funding range for grant money requested is \$1,000 - \$25,000. Award amounts will be limited to \$25,000 per federal identification number, with exceptions permitted at the discretion of the grant subcommittee of the Kentucky Division of Forestry.

Grant Application Review:

All proposals will be graded and ranked by the grant subcommittee of the Kentucky Division of Forestry. The State Forester will allocate funds and award grants based on the recommendations of the grant subcommittee.

The following categories will be graded up to the maximum point value listed below. Qualification is dependent on how well the application relates to these categories. Clearly

addressing each of these categories (if applicable) in your grant narrative will ensure that your application receives the highest grade possible.

- National Fire Plan - Project meets the intent of the National Fire Plan. 10 points
- Program Objectives – Meets the Firewise Community Grant Program objectives. 10 points
- Program Priority – High priority (10 points), Low (5 points). 10 points
- Partners – Identifies federal, state, local, and private supporters of the project. 10 points
- Community-at-Risk – Identified as a Kentucky community-at-risk, or is a national certified Firewise USA community. 10 points
- Grant Application – Application is complete, legible, and accurate with clearly stated objectives and project actions to be taken. 15 points
- Value Added – Project demonstrates improvement to the community. 15 points
- Project Evaluation – The proposal contains criteria for evaluation performance through measurable outcomes. 10 points
- Project Budget – Detailed budget is outlined and correct, including required match. 10 points

Deadlines:

Applications must be **received** at the Kentucky Division of Forestry, 627 Comanche Trail, Frankfort, KY 40601, by 4:30 p.m. EDT on **July 1, 2006**. Absolutely no applications will be accepted after the deadline. The State Forester will notify grantees of funding approval by August 1, 2005. All grantees will be required to sign a Memorandum of Agreement with the Kentucky Division of Forestry to outline the parameters of payment, chronological terms, and expected results of the project. Once the Memorandums of Agreement are returned and finalized within the date guidelines, grants will have an official start date of September 1, 2006, and an ending date of June 30, 2007.

Faxed or e-mailed copies will not be accepted.

Grantees may submit paperwork for reimbursement as soon as the grant is started. However, all grantees must have projects completed and all required reimbursement documentation into the Kentucky Division of Forestry by June 30, 2007.

Payment Process:

- Grantees must fill out a Commonwealth of Kentucky Standard Invoice for reimbursement.
- Grantees must submit proof of project (hazard risk assessment, brochure examples, etc.).
- All costs and in-kind match must be documented correctly before reimbursement is made.
- Unapproved grant expenses will not be paid.

Technical Assistance:

For further information or assistance, contact:

- State Firewise Coordinator Jennifer Turner at 800-866-0555 or jenniferl.turner@ky.gov.
- State Fire Chief Bernie Andersen at 800-866-0555 or bernie.andersen@ky.gov.
- Firewise Technical Specialist Cindy Bennett at 859-221-0601 or horsewhispere@hotmail.com.
- Local Kentucky Division of Forestry district office (see Attachment).

Proposal Format:

Written proposals must be included with the application form. Grant proposals should clearly indicate a need for assistance in the wildland/urban interface. Please remember to be as thorough as possible. Incomplete applications will not score high enough to be funded and cannot be graded competitively. **(Please see attached information sheet detailing each of the following criteria)**

1. Narrative (not to exceed three pages):
 - Summary
 - Organization Information
 - Problem/Need/Situation Description
 - Work Plan/Specific Activities
 - Outcomes/Impact of Activities
 - Other Funding
 - Future Funding
 - Evaluation
2. Detailed budget: **(Simple math mistakes can knock down your score. Double check your math!)**
 - Each application must include the following three items:
 - Detailed breakdown of how grant funds will be used.
 - Expenses
 - Contributed Income
 - If a Firewise educator is being hired, please list possible activities that they may be working on (school visits, wildfire survey, Firewise workshops, community information, etc.).

**KENTUCKY DIVISION OF FORESTRY
KENTUCKY FIREWISE COMMUNITY HAZARD MITIGATION
GRANT APPLICATION**

Applicant (community, county, organization) Name: _____

Mailing address: _____
(Street or P.O. Box) (City) (Zip Code)

County: _____ Phone Number: _____

Contact Name: _____ Phone Number: _____

Federal Identification Number: (*required*) _____

Local Fire Department: _____

☐ We have an organized Firewise Council or Board.

☐ We want to develop a Firewise Council or Board.

Contact Name: _____ Phone: _____

Summary of Project:

Project Narrative: (A short narrative should be included that outlines expected results, timeline for completion, who is responsible for the project, and project accomplishment measures.) **Please attach.**

Project Start Date: September 1, 2006 Time To Complete Project: June 30, 2007

Grant Funds Requested: 80/20 Matching Funds

Grant Funds Requested: \$_____ (not more than 80 percent of total)

Cash Match: \$_____

Value of In-Kind Match: \$_____

Total Project Amount: \$_____

KENTUCKY FIREWISE COMMUNITY HAZARD MITIGATION GRANT APPLICATION (Continued)

Budget Worksheet: (Reminder that grantee must provide 20 percent of project total)

Categories (Describe in detail)	FEDERAL FUNDS Funds Requested	Other Funds	Source	In-Kind Match	Total
Personnel					
Travel					
Equipment*					
Supplies					
Contractual					
Other					
Total					

*Equipment is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Authorized Approval:

To the best of my knowledge the above information is true and correct and I am authorized by _____ to represent their interests.

Signed _____

(Title)

(Address)

Date _____

Mail Application To: Kentucky Firewise Community Grant Program
Attention: Jennifer Turner
Kentucky Division of Forestry
627 Comanche Trail
Frankfort, Kentucky 40601

Application Deadline: July 1, 2006 4:30 PM EDT

Suggested Guidelines for Preparing Grant

Summary

At the beginning of your proposal, or on a cover sheet, write a two- or three-sentence summary of the proposal. This summary helps the reader follow your argument in the proposal itself. For example: "County V.F.D requests \$15,000 to establish a Firewise Board and hire a contractor to do a community risk assessment."

Organization Information

In one to two paragraphs, tell about your organization and why it can be trusted to use funds effectively. Briefly summarize your organization's history. Describe your budget size, where you are located and who runs the organization and does the work. Add other details that build the credibility of your group. If other groups in your region work on the same issues, explain how they are different and how you collaborate with them, if you do. Even if you have received funds from us before, your introduction should be complete. A committee reviews the proposals for funding and they may not have heard of you before.

Problem/Need/Situation Description

This is where you convince the division that the issue you want to tackle is important. Here are some tips:

- Why is this situation important? To whom did your organization talk, or what research did you do, to learn about the issue and decide how to tackle it?
- Describe the situation in both factual and human interest terms, if possible. Providing good data demonstrates that your organization is expert in the field. If there are no good data on your issue, consider doing your own research study, even if it is simple.
- Describe your issue in as local a context as possible. If you want to educate people in your county about the risk of wild fires, tell the division about the problem in your county — not in Kentucky as a whole.
- Describe a problem that is about the same size as your solution. Don't draw a dark picture of county funding problems, lack of equipment, etc. if you are planning a modest neighborhood education program. Remember you have a little less than a year to complete the project.

Work Plan/Specific Activities

Explain what your organization plans to do. You might say: "This project is to promote community wildfire hazard awareness through the use of workshops, events, pamphlets, brochures, and other fire mitigation educational materials". Then go on to give details, including:

- Who is the target audience, and how will you involve them in the activity? How many people do you intend to serve? How will you ensure that people actually participate in the program?
- What are you going to do? Describe the activities. Tell the division about the project's "output," or how many "units of service" you intend to deliver over a specific time period: how many workshop hours do you plan on conducting? How many educational materials do you plan on distributing?, etc. Be sure you don't promise an unrealistic level of service.
- What project planning has already taken place? If you have already done research, secured the commitment of participants or done other initial work, describe it so the division can see that you are well-prepared.
- Who is going to do the work? Do you plan on hiring a Firewise educator, a consultant, a program manager?
- When will the project take place? This grant is from August 1, 2006 to June 30, 2007. In general, a project can be said to start when you start spending money on it. If the project has multiple steps, consider including a timeline.

- Where will the project take place?

You may not know the answers to all these questions when you submit your proposal. But the more you know, the better the proposal will look. Many project descriptions are too vague.

Remember: You can continue to submit updated information to the division almost until the date the committee actually reviews the proposal.

Outcomes/Impact of Activities

What do you hope to achieve from this project? For example: "We plan on assessing 300 homes in our district, following up with those found to be in a high risk category, and mitigating one high risk home as an example for others to follow."

Other Funding

Here the division wants to know if other organizations have committed funds to the project or been asked to do so. In this section, you can also describe the in-kind contributions (goods or services instead of cash) that people are giving to the project.

Future Funding

If you continue this project in the future, how will it be supported? What the division really wants to see is that you have a long-term vision and funding plan for the project, that the project is "sustainable," especially if it is a new activity. We realize that future plans may rely on available funds but start thinking about it.

Evaluation

How will you know whether you achieved the desired impacts? If you have done a good job of defining them, all you need to do here is describe the information you will gather to tell how close you came. Will you keep records of houses assessed? Will you ask home owners if they plan on practicing any of the Firewise tips? Explain who will gather the evaluation information and how you will use it. Be sure your evaluation plan is achievable given your resources. If the evaluation will cost money, be sure to put that cost in the project budget.

Budget

How much will the project cost? Be as specific as possible. Note: Be sure to add up all your expenses carefully. Incorrect addition on budgets is one of the most common errors in a grant proposal.

Expenses

Divide the expense side into three sections:

- Personnel Expenses
- Direct Project Expenses
- Administrative or Overhead Expenses

Personnel Expenses include the expenses for all the people who will work on the project. They may be employees of your organization or independent contractors. If they are employees, list the title, the annual pay rate and, if the person will be working less than full-time or less than 12 months on the project, the portion of time to be dedicated to the project. For example, if an employee will work half-time on the project from October through May:

Firewise Educator (\$35,000 x 50% x 8 months) = \$11,667 (This is what you would ask for in the grant)

Direct Project Expenses are non-personnel expenses you would not incur if you did not do the project. They can be almost anything: travel costs, printing, space or equipment rental, or supplies. NOTE: meeting expenses such as food is not covered.

Remember that you will have to live with this budget; you can't go back to the division and ask for more money because you forgot something. Think carefully about all the expenses you will have. If you will be

printing a brochure or renting a piece of equipment, don't guess at the cost. Call and ask for a rough estimate.

Administrative or Overhead Expenses are non-personnel expenses you will incur whether or not you do the project. But if you do the project, these resources can't be used for anything else. For example, if you pay \$500 a month for an office with space for four employees, you will continue to rent the office even if the project doesn't happen. But if the project does happen, one-quarter of the office space will be occupied by the project director. So you can charge for one-quarter of your office rent, utilities and administrative costs, such as phone, copying, postage and office supplies.

Contributed Income

Contributed Income comes in two categories: cash and in-kind. Show cash contributions first and indicate whether each item is received, committed, pending (you've made the request but no decision has been made) or to be submitted. For example:

Ardendale Community Foundation (received)	\$5,000
City of Ardendale (committed)	\$2,500
Acme Widget Corporation (pending)	\$3,300
Jones Family Foundation (to be submitted)	\$4,000

In-kind contributions are gifts of goods or services instead of cash. They can include donated space, materials or time. If you list in-kind contributions as income in your budget, you must also show the corresponding expenses. If someone gives you something at a major discount, you would show the whole expense and then list the portion being donated under in-kind contributions. Here are some examples:

Expenses:	
Classroom rental	\$1,500
Curriculum consultant	\$2,000
Teacher aides (4 x 40 hours each x \$5/hour)	\$800
In-kind contributions:	
Ardendale Community Ed. (classroom rental)	\$1,500
Jane Doe (curriculum consultant)	\$1,000
Parents of students (teacher aides)	\$800

In this example, Jane Doe, the curriculum consultant, is doing the work for half-price, while the parents are volunteering as teacher aides.

In-kind contributions can be important for three reasons:

1. It shows all the ways in which the community is supporting your project, even though not everyone is giving cash.
2. It shows the true cost of the project -- what you would have to spend without the community support. If you want to show in-kind for these reasons, you can either show it in the budget, as above, or simply add a footnote to the bottom of the budget, like this: "This project will also receive more than \$3,000 of in-kind support from the school district, participating parents and various education professionals".
3. Since this is a matching grant, if you want to use in-kind contributions as part of your match, then you must put a dollar value on them and put them in the budget.

Example of 20% match using in-kind contributions:

Project Budget:

Firewise coordinator (300 hours @ \$25/hour) \$7,500

Chipper	\$8,000
Newspaper Ads (5 x \$100)	\$500
Signage for Firewise example home	\$500
Fuel removal (100 homes x \$25/home)	\$2,500
Supplies (computer paper, pens, etc.)	<u>\$1,500</u>
Total:	\$20,500

$\$20,500 \times .80$ (represents 80% of total) = \$16,400 (total amount that can be paid by grant)
 $\$20,500 - \$16,400 = \$4,100$ (20% match needed)

Match:

Training: 12 volunteers x 3 hours x \$10/hour (manning Firewise booth)	\$360
ABC Trucking (\$200/day x 10 days to remove mulch)	\$2,000
Rent for coordinator (6 mo. x \$250/mo.)	\$1,500
Local newspaper (1 ad)	\$100
Community Firewise Preparedness Plan (100 hrs @ \$10/hr)	<u>\$1,000</u>
Total	\$4,960

These numbers are all fictional but they should give an idea of how to determine your 20% match.